Annual Report – Digital Repositories Steering Committee 2024-2025 Academic Year

Here are some highlights from the work completed by the DRC this academic year.

- Discussed possible pilot project with the CSU Research Officers for a repository of successful CSU Grant Applications. After some deliberation and much discussion, the committee declined to move forward with the project due to staffing and time constraints.
- The Chancellor's Office migrated from Confluence to Sharepoint mid-year. While the transition was fairly quick, there are still reports and files that are tricky for users to find. Further work to migrate the reports and the recordings of past annual meetings to ScholarWorks is suggested.
- The Chair and the IRWG continues to work on and refine the Digital Library Repository Guide: https://dev.repositoryguide.calstate.edu/
- We revised the DRC Charge to make it accurate to our current situation.
- Decided that the 2025 Digital Repositories Meeting will be online again, due to fiscal constraints and budget cuts.
- Jennifer Beamer will chair the DRC for the 2025-2026 academic year.

Thank you to the following committee members that have completed their terms and are rotating off the DRC: Carmen Mitchell, Cyril Oberlander, Elyse Fox, Yoko Okunishi, Dana Ospina, Matt Martin, and Michaela Bettez. While we have a lot of turnover this year, the Working Groups will identify the new WG Chairs at their June meetings.

Congratulations to the folks coming in as new members for the working groups and committees:

DAWG: Alexandria Lowery – Sonoma State

   Cherisee Villarreal – CSU Fresno

   Daisy Muralles – CSU East Bay

   Matt Martin – San Francisco State University

Yoko Okunishi – CSU Dominguez Hills

IRWG: Carmen Mitchell – CSU San Marcos

Chris Painter – CSU Chico

Michael Bettez – CSU Fullerton

Ryan Rush – Cal Poly Pomona

PIG: Carrie Hwang – San Jose State

Kate Pham – CSU East Bay

Mary-Kate Finnegan – Sacramento State

At-large member: Ariell Lomax – Sacramento State

Digital Archives Working Group Highlights:

Elyse Fox and Yoko Okunishi, Co-chairs

During this fiscal year, DAWG has accomplished the following:

- Project Prioritization: Due to the two-year rotation of team members, maintaining project continuity and effective knowledge transfer has been an ongoing challenge. In response, the team identified remaining tasks and established priorities by mapping past, current, and future projects.
- Workform Completion: This effort involved reviewing each metadata element, clarifying value types and formats, and finalizing clear, user-friendly instructions to guide participants in data entry.
- Data Dictionary Development: The Data Dictionary, which will provide additional guidance on metadata standards and usage, is currently in progress. The working group has been working on developing more robust usage guidelines, as well as identifying resources and tracking FAQs for inclusion in the Digital Repositories Guide.

- Bulk Ingest Documentation (Bulkrax Importer): The Database Best Practices Documentation Team successfully completed a tutorial guide for using the Bulkrax Importer to support bulk ingest workflows.
- Workform Test Site: A test site for the finalized workform has been created, based on the preliminary version submitted by DAWG.

Institutional Repository Working Group Highlights:

Michael Bettez, Chair

- Completed the ScholarWorks section of the Digital Library Repository Guide
- Reviewed enhancements and updates to the datasets form, presentation form, project form, abstract only works, and the new statistics dashboard.
- Made several suggestions for ScholarWorks functionality, including exploring the possibility of faculty/staff project form for materials that don't belong to any existing categories, adding the depositor agreement to the About Us page of the user-facing ScholarWorks site.
- Weighed in on broader digital repositories projects like the creation of a successful grants repository, and archiving print journals.

Publishing Interest Group Highlights:

Dana Ospina, Chair

- Held the first Open Journal Publishing Editorial Roundtable in Fall 2024. The event garnered interest across the CSU and PIG will be reprising this event in Fall 2025.
- Created journal migration documentation for onboarding existing journals to our OJS instance
- Continued to serve as a library publishing community of practice and support network for CSU library employees